

INTERNAL SERVICE FUNDS OVERVIEW

Internal Service Funds are used to budget for the costs of goods or services provided by one division or service center to other divisions for the City on a cost reimbursement basis. Included in the Internal Service Funds are:

Health Insurance

This fund accounts for the City's self-insurance for health benefits for City employees, their dependents and retirees. The impact of rising health care across the nation has contributed to the rise of health care benefits locally. Costs for the Health Insurance Service Center traditionally increase because of rise in national health care costs.

Printing & Mail

Printing and Mail is the centralized operation that provides printing and mail services to City government agencies. The FY 2007 budget proposes a decrease in services provided due to a decline on demand. The decrease also reflects meeting those needs in a more cost efficient manner.

Vehicle Maintenance

This fund accounts for the maintenance and repair of all City vehicles and equipment, except Fire Services and Public Works Heavy equipment. Vehicle Maintenance continues to be cost effective while providing maintenance and repairs.



Description

To provide high-quality and cost-effective benefit programs that are responsive to the needs of the employees, retirees, and City and to market those programs effectively.

Operating Budget

Category	FY 2005 Actual	FY 2006 Forecast	FY 2006 Budget	FY 2007 Projected
Operating Revenue	79,867,000	79,714,000	87,998,000	80,890,000
Planned Use of Fund Balance	0	0	0	957,174
Personal services	429,000	450,000	744,000	467,579
Materials & supplies	4,368,000	4,500,000	4,475,000	4,563,708
Capital outlay	0	0	120,000	0
Claims incurred	66,001,000	72,080,000	77,805,000	76,259,687
Gross Operating Expenses	70,798,000	77,030,000	83,144,000	81,290,974
Expense Recoveries	0	0	0	(36,200)
Total Operating Expenses	70,798,000	77,030,000	83,144,000	81,327,174
Operating Net Income (Loss)	9,069,000	2,684,000	4,854,000	0

GENERAL SERVICES

PRINTING/MAIL SERVICES

Description

Printing/Mail provides quality services to all City Government centers in the most cost efficient and expeditious manner to meet the needs of the customer.

Operating Budget

Category	FY 2005 Actual	FY 2006 Forecast	FY 2006 Budget	FY 2007 Projected
Personal services	326,826	295,492	391,993	273,360
Materials & supplies	383,633	352,504	325,925	348,650
Capital outlay	0	24,995	58,000	0
Transfer to Fixed Assets	0	(24,990)	(58,000)	0
Inventory	635,441	590,589	600,000	577,427
Depreciation on own funds	9,906	9,000	0	9,000
Total Expenditures	1,355,806	1,247,590	1,317,918	1,208,437
Charges for Services	(1,323,849)	(1,213,893)	(1,317,918)	(1,208,437)
Net Expenditures	31,957	33,697	0	0
Funded Staffing Level	9.02	8.00	11.00	8.00

GOALS, OBJECTIVES & PERFORMANCE MEASURES

Goal	Objective	Performance Measure	Actual FY 2005	Estimated FY 2006	Proposed FY 2007
Meet the requests of all customers for quality printing within the requested timeframes	To provide quick copy jobs within 2 days after receipt of proof from customer	Percentage of quick copy delivered within 2 days	99%	98%	98%
	To complete outside printing requests within 4 weeks from receipt of order	Percent outside printing completed within 4 weeks	100%	98%	100%
Deliver accurate and timely mail	To deliver inter-office mail within City Hall the same day if received in Mailroom by 11:45 a.m.	Percent of inter-office mail delivered on time	100%	100%	100%



GENERAL SERVICES**AUTHORIZED COMPLEMENT**

Service Center/Position Title	Authorized Positions	Service Center/Position Title	Authorized Positions
<i>Printing/Mail Services</i>			
ASST MAILROOM	1		
CLERK ACCOUNTING B	1		
CLERK GENERAL B	1		
CLERK MAIL DISTRIBUTION	3		
MGR PRINTING MAIL	1		
PRINTER	2		
PRINTER SR	2		
SUPER MAIL ROOM	1		
TECH GRAPHIC ART	1		
Total Printing/Mail Services	13		
<u>TOTAL PRINTING/MAIL FUND</u>	<u>13</u>		



GENERAL SERVICES

VEHICLE MAINTENANCE

Description

Vehicle Maintenance provides quality maintenance and repairs to all City vehicles (except Public Works Heavy Equipment & Fire Services) in a fast and efficient manner, in order to decrease a unit's downtime.

Operating Budget

Category	FY 2005 Actual	FY 2006 Forecast	FY 2006 Budget	FY 2007 Projected
Personal services	7,371,367	7,283,555	8,369,687	7,360,347
Materials & supplies	613,924	780,000	919,457	823,849
Inventory	9,489,398	11,504,742	13,095,536	11,291,907
Project costs	868	0	0	0
Capital Outlay	54,535	261,900	111,900	111,900
Transfer to Fixed Assets	(54,535)	(261,900)	(111,900)	(111,900)
Depreciation on own funds	181,534	112,452	0	112,452
Total Expenditures	17,657,091	19,680,749	22,384,680	19,588,555
Charges for Services	(16,457,592)	(18,155,926)	(22,384,680)	(19,588,555)
Net Expenditures	1,199,499	1,524,823	0	0
Funded Staffing Level	138.72	129.58	156.00	129.00

GOALS, OBJECTIVES & PERFORMANCE MEASURES

Goal	Objective	Performance Measure	Actual FY 2005	Estimated FY 2006	Proposed FY 2007
Continue implementation and management of Preventative Maintenance Program	To perform at least 1 PM/inspection per year for heavy equipment and vehicles	Number of PM's per heavy equipment vehicle	89%	95%	95%
		Percent of service centers satisfied with services received for heavy equipment	Not Applicable	85%	85%
	To perform at least 4 inspections per year for light equipment vehicles	Percent of PM's per light equipment vehicle	107%	115%	115%



GOALS, OBJECTIVES & PERFORMANCE MEASURES

Goal	Objective	Performance Measure	Actual FY 2005	Estimated FY 2006	Proposed FY 2007
		Percent of service centers who were satisfied with services received for light equipment	Not Applicable	85%	85%
Maintain fuel tanks	To ensure tanks are registered as required	Percent of tanks registered	Not Applicable	Not Applicable	100%
		Percent annual test completed as required	Not Applicable	Not Applicable	100%
Comply with adopted budget	To ensure the service center(s) stay within budget	Surplus/(deficit)	1,122,200	0	0

GENERAL SERVICES

AUTHORIZED COMPLEMENT

Service Center/Position Title	Authorized Positions	Service Center/Position Title	Authorized Positions
<u>Vehicle Maintenance</u>			
ADMR VEHICLE SVCS	1		
CLERK ACCOUNTING A	1		
CLERK ACCOUNTING B	3		
CLERK GENERAL A	1		
CLERK INVENT CONTROL	5		
CLERK INVENT CONTROL SR	2		
CREWPERSON	2		
FOREMAN GEN VEHICLE SVCS	1		
FOREMAN AUTO MECHANICS	7		
FOREMAN VEHICLE SVCS	1		
HELPER MECHANIC	35		
MECH HEAVY EQUIP	1		
MECH HEAVY EQUIP LD	1		
MECH MASTER	31		
MECH MASTER LO	8		
MGR VEHICLE SUPPORT SVCS	2		
OPER SPECIAL EQUIP	1		
OPER SVC TRUCK WRECKER	5		
PAINTER	4		
REPAIRER AUTOBODY	4		
SPEC FUEL MGMT	2		
SUPER BUSINESS AFFAIRS	1		
SUPER WRECK SVC SHIFT	3		
WELDER MASTER	9		
Total Vehicle Maintenance	131		
<u>TOTAL VEHICLE MAINTENANCE FUND</u>	<u>131</u>		



